

Instructions for Updating the Feedback Form Spreadsheet

Introduction

The spreadsheet format for the Feedback portion of the Feedback Loop is available to those individuals who were provided the Remedial Priority Scoring (RPS) information on a spreadsheet. Spreadsheets were provided to those Responsible Entities that have multiple sites.

Where can I get the Spreadsheet

The spreadsheet can be downloaded at
http://www.state.nj.us/dep/srp/srra/rps/docs/feedback_form_spreadsheet.xls

How to fill out the Feedback Spreadsheet

Only cases that you want to update RPS input information should be included on the spreadsheet. The case information provided in the initial spreadsheet (Preferred ID, Activity, and Case Tracking Number) is required to be transposed into the Feedback Form Spreadsheet. The Preferred ID, Activity, and Case Tracking Number are located in Columns A, B, & C, respectively in both Spreadsheets. The columns should be copied from the Initial Spreadsheet and pasted into the Feedback Form Spreadsheet.

The values for each cell in the Feedback Form Spreadsheet shall be completed as outlined in the [RPS Feedback Form Instructions](#).

Submitting Feedback Spreadsheet to Department:

The spreadsheet shall be returned to the Department via email at
SRPEDD@dep.state.nj.us.

The information is required to be certified by the Licensed Site Remediation Professional (LSRP) of record for the site. The LSRP name and number shall be included in the last two columns and the spreadsheet shall be accompanied by a cover letter, signed by the LSRP with the following certification:

"I certify under penalty of law that I believe the information provided in this document is true, accurate, and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information."